

ADMINISTRATIVE

6 APR 1975

MEMORANDUM FOR: Management Advisory Group

THROUGH : Deputy Director for Administration

SUBJECT : Management Advisory Group Training Suggestion

REFERENCE : MAG Memo 75-1559, dtd 28 Feb 75

1. In response to the employee suggestion received by MAG for offering "mini-courses" and MAG's suggestion for conducting a survey to determine the need for such courses or tailored part-time courses, we wish to offer the following comments on the opportunities now available for such study.

A. Agency Off-Campus Program

Participation in the Off-Campus Program has increased significantly. There were 549 registrations for 30 courses and a tuition expenditure of \$38,450 for the fall semester 1974. The spring semester 1975 has 385 registrations for 21 courses and a tuition expenditure of \$26,400. The average grade of participants is 8.2 and for the spring semester 1975, 49 percent of the participants are women.

B. Part-time Language Training

Part-time language training is given both at the Chamber of Commerce Building (C of C) and at Headquarters. Presently at C of C there are 25 part-time classes with 33 students in 13 languages, and at Headquarters there are 37 classes with 192 students in five languages. The Before and After Hours Language Training Program (BAHLT) was terminated in June 1974 because of a 60 percent drop-out rate and the yield from the program was not cost-effective. The Off-Campus Program offers language instruction.

C. Self-Study Program

The OTR Media Center, open all hours and located in GJ-68 Headquarters, provides the facilities and training materials for the OTR Self-Study Program (video and audio) and the OJCS Self-Study Program (video and audio). The OTR program contains some 23 courses in the fields of MBO, management, supervision, speed reading, etc. In addition, the language laboratory offers employees the opportunity to learn a new language and to maintain or improve their proficiency in over 30 languages. The OJCS program consists of 52 video courses, 19 audio courses, and 13 videotaped lectures in EDP.

D. Guest Speaker Program

The Guest Speaker Program held in the CIA Auditorium begins in October and continues on a regular monthly basis through May. During the year over 3,000 Agency and Community personnel hear eight outstanding speakers from government, business and the academic community discuss such wide-ranging topics as science and technology, international economics, and foreign affairs. Each presentation is videotaped in order that interested employees who can not attend the presentations or wish to re-examine the presentations can view them at a later date.

B. The University of Maryland Instructional TV System

Negotiations continue with the University of Maryland for installation of an instructional television system. It will afford Agency employees the opportunity of taking courses for credit or audit via TV in engineering, science, and management subjects in the Headquarters Building.

F. Component Conducted Training

25X1A Components other than the Office of Training conduct on-the-job programs and formal courses and seminars to meet a wide range of specialized requirements. Courses range in length from two hours to 848 hours. During Fiscal Year 1974, nineteen Agency components, representing all Directorates, conducted 1,001 runnings of 255 courses for [REDACTED] students.

G. MBO Training

We have, upon request, provided short, tailored courses on MBO for individual components at their facility. MBO is also being covered in the Fundamentals of Supervision and Management (FSM) course. As stated earlier, MBO is available in the self-study program. Presently we are designing a special MBO course which can be tailored to meet the requirements of components in each of the Directorates. September 1975 is the target date for the first running of this new course.

2. Most of the above mentioned programs are described in detail in the current OTR Catalog which is available through all Agency Training Officers.

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3. With the existing wide range of training opportunities available to Agency employees, plus the planned expansion in the self-study programs, and MBO Agency-wide training, the proposed Maryland Instructional TV System, the additional training requirements stemming from the Annual Personnel Plans (APP) and Personnel Development Programs (PDP), the Office of Training resources are being taxed to the fullest. We are not able to handle an additional program as suggested but feel that many of the above mentioned activities contribute to the suggestor's ideas. We are grateful for the suggestor's interest in training and welcome ideas for improving our overall training effort.

STATINTL

Alfonso Rodriguez
Director of Training

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